

# Program Plan Guide

TITLE I, PART D, SUBPART 1 - DOC FACILITIES

SKAGGS, AMBER - DIVISION OF CONSOLIDATED PLANS AND AUDITS

SHACK, MONICA – DIVISION OF CONSOLIDATED PLANS AND AUDITS

## Program Plan Guide

### Complete the Interactive Instructional Program Plan in Word

This document is interactive. You will be able to scroll and only type/edit in appropriate text areas labeled.

1. Enter district/facility information.

**Kentucky Department of Education**

**Title I, Part D Subpart 1**

**INSTRUCTIONAL PROGRAM PLAN**

**SY 2017-18 FY 2018 MUNIS #313D**

**District:** [Click here to enter text.](#)

**Facility Name:** [Click here to enter text.](#)

**Facility Contact:** [Click here to enter text.](#)

**Additional Contact(s):** [Click here to enter text.](#)

**Address:** [Click here to enter text.](#)

**Phone:** [Click here to enter text.](#)

The purpose of Title I, Part D funding is to (1) improve educational services for children and youth in local, tribal, and state institutions for neglected or delinquent children and youth so that such children and youth have the opportunity to meet the same challenging State academic standards that all children in the State are expected to meet; (2) to provide such children and youth with the services needed to make a successful transition from institutionalization to further schooling or employment; and (3) to prevent at-risk youth from dropping out of school, and to provide dropouts, and children and youth returning from correctional facilities or institutions for neglected or delinquent children and youth, with a support system to ensure their continued education and the involvement of their families and communities. **[Title I, Part D, statute Section 1401]**

Please submit your final Application/ Program Plan electronically to Martha Slemple at martha.slemple@ky.gov.

**Directions:** For each facility that will operate and provide educational services under Title I, Part D, Subpart 1, the facility in conjunction with SA guidance must complete the following application. A separate application is required for each facility that will provide educational services to eligible students and must be submitted to **Martha Slemple** no later than

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**Directions:** For each facility that will operate and provide educational services under Title I, Part D, Subpart 1, the facility in conjunction with SA guidance must complete the following application. A separate application is required for each facility that will provide educational services to eligible students and must be submitted to **Martha Slemple** no later than **August 1, 2017**. Program plans must be submitted with the SA portion of the application. Be sure to review the assurances that are found directly after the Program Plan tab and sign them. The MUNIS budget found at the end of the document must be completed, along with all other sections of the application, to the Kentucky Department of Education's satisfaction for approval to be granted. If there are any questions, please contact Martha Slemple first. Then contact the following KDE personnel: Amber Skaggs, Monica Shack, or Neil Watts via email or phone at 502-564-3791.

**Title I, Part D, Subpart 1, Section 1411 provides that:**

A State Agency is eligible for assistance under this subpart if such State Agency is responsible for providing free public education for children and youth in institutions for neglected or delinquent children and youth; attending community day programs for neglected or delinquent children and youth; or in adult correctional institutions.

The program plan will need to incorporate the following items:

# Program Plan Guide

4. Save your work

3. Read each question carefully and answer completely.

*Note: You are able to copy and paste, and insert items within the text area.*

## EDUCATIONAL NEEDS

1. Describe the comprehensive educational needs of all children and youth in the institution or program serving juveniles and/or describe the comprehensive educational needs of youth aged 20 and younger in adult facilities expected to complete incarceration within a 2-year period.

**such as:** number of students in the facility, number/percent of students in special education programs, number/percent of students by demographic categories: age, gender, race/ethnicity, and other meaningful categories; average length of stay for students in the facility and the percentage of students with limited English proficiency; speak English as a second language. **[Title I, Part D, statute Section 1416 (1)] and [Title I, Part D, statute Section 1416 (2)]**

[Click here to enter text.](#)

2. Describe the steps the State agency has taken, or will take, to provide all children and youth under age 21 with the opportunity to meet the same challenging State academic standards in order to improve the likelihood that the children and youth will complete high school, attain a high school diploma or its recognized equivalent, or find employment after leaving the institution.

**such as:** the number/percent of students earning postsecondary course credits and/or vocational certificates, high school diplomas, attained / GED/ other degrees awarded, instructional activities, programs or strategies used to teach the state content and achievement standards. **[Title I, Part D, statute Section 1416 (3)]**

[Click here to enter text.](#)

3. Describe the instructional program, specialized instructional support services, and procedures that will be used to meet the needs described in item (1), including, to the extent feasible, the provision of mentors for the children and youth described in item (1). **such as:** personal counseling, vocational and technical counseling, academic and career counseling, financial aid counseling and instructional activities, programs and strategies used to address student/ facility needs. **[Title I, Part D, statute Section 1416 (4)]**

[Click here to enter text.](#)

4. Describe the procedures, the program objectives and outcomes that will be used to assess student progress. **such as:**

## USE OF FUNDS

2. Provide an overview of how the program will use the Title I, Part D, Subpart 1 funds to meet the facility's needs and program goals. **[Title I, Part D, statute Section 1415 and Section 1416(5)]**

Name of Institution/Facility	Grades Served	Total # of Classrooms	# of Students Enrolled in School at time of application	Estimated # of Students Participating in the Project this Year	Number of Personnel to be hired (FTE) using Title I Part D funds				Name of Person Responsible for Transition Services
					Teachers	Educational Assistants	Others	"Other" (Specify)	
Facility Name	Enter grades	Enter #	Enter #	Enter #	Enter #	Enter #	Enter #	Specify "other"	Person Responsible
Facility Name	Enter grades	Enter #	Enter #	Enter #	Enter #	Enter #	Enter #	Specify "other"	Person Responsible
Facility Name	Enter Grades	Enter #	Enter #	Enter #	Enter #	Enter #	Enter #	Specify "other"	Person Responsible

[Click here to enter text.](#)

13. Describe how the facility uses technology to assist in coordinating educational programs between the correctional facility and the community school.

[Click here to enter text.](#)

14. Describe how the programs will be coordinated with other appropriate state and federal programs, such as vocational and technical education programs, state and local dropout prevention programs, and special education programs. **[Title I, Part D, statute Section 1414 (16) and Statute Section 1415]**

[Click here to enter text.](#)

## Program Plan Guide

### Complete the budget in Excel

**1. Enter allocation**

**2. Enter amount for each code.**

**3. Write a description for each code.**

MUNIS Object Code	Description	Amount
110	Certified Services (Contract)	
111	Extended Days (Contract)	
112	Extra Duty (Contract)	
113	Other Certified (Not part of the Contract)	
120	Certified Substitute	
130	Classified Salaries	
140	Overtime	
150	Classified Substitutes	
160	Licensed	
170	Paraprofessional	
190	Board Per Diem	
210	Group Insurance Employer's share of any insurance plan	
211	Life Insurance ( Code 0295)	
212	Health Insurance ( Code 0294)	
213	Liability Insurance	
214	Dental Insurance	
215	Disability Insurance	
216	Retired Health / Life Insurance	
219	Other Group Insurance	
220	Employer Social Security	
221	Employer FICA Contributions	
222	Employer Medicare Contributions	

**Total should match allocation entered**

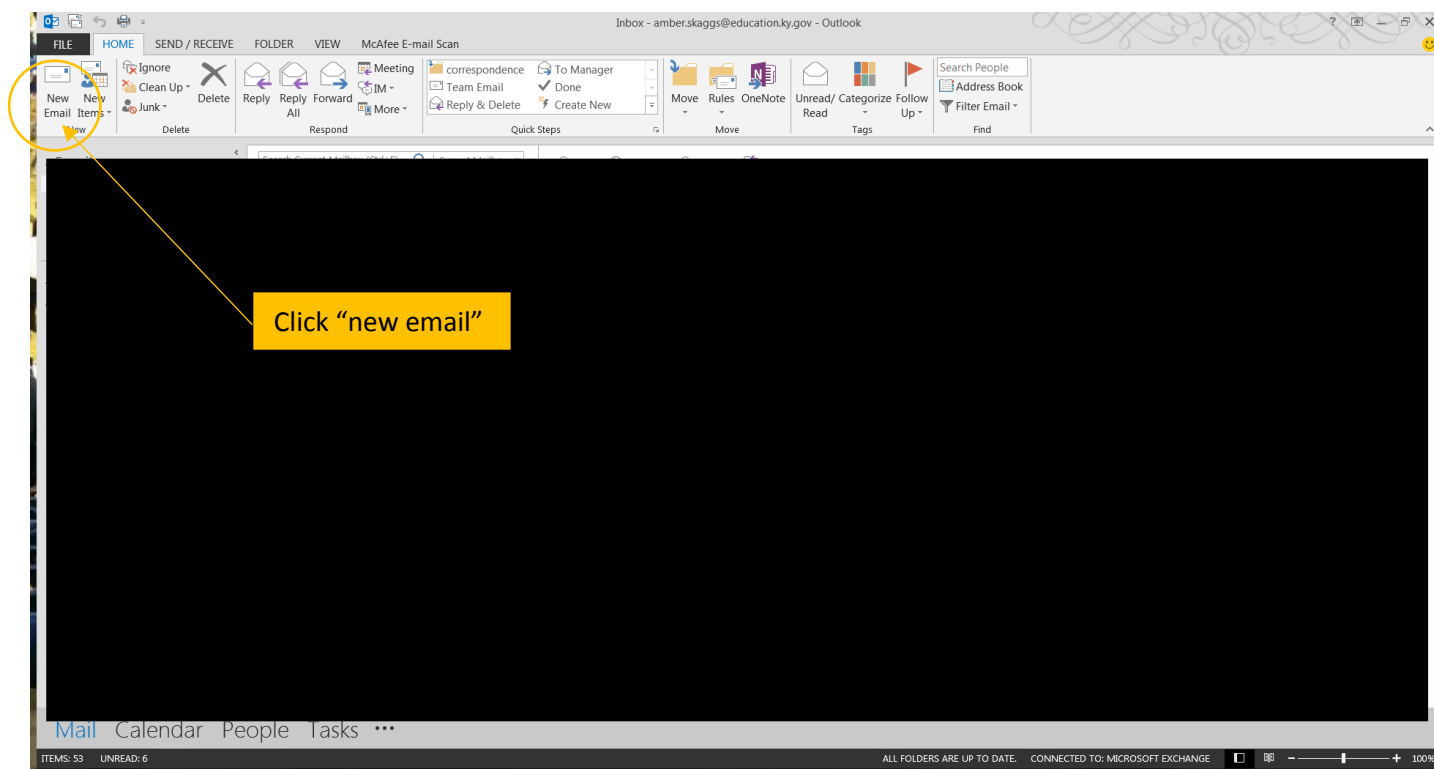
**Total Budgeted Amount \$ 25,000.00**

MUNIS Object Code	Description	Amount
642	Periodical and Newspaper	
643	Supplemental Books, Study Guides & Curriculum	
644	Text books & other Instructional Materials Data required for State Reporting	
645	Audiovisual Material	
646	Tests- Data required for State Reporting	
647	Reference Materials	
649	Binding and Repairs	
650	Supplies- Technology related	
651	Supplies - Technology Related Devices	
673	Fees and Registrations	
674	Awards	
680	Welfare Spending (Food, Utilities Clothing)	
692	Health/ Supplies and Materials	
695	Furniture and Fixtures/ Supplies and Materials	
733	Furniture's and Fixtures	
734	Technology related Hardware	
735	Technology Software	
810	Dues and Fees	
891	Diplomas and Graduation Expenditures	
894	Instructional Field Trips	
913	Indirect Cost	

\* For all codes that are highlighted, please reference the funding matrix for additional information/ considerations.

## Program Plan Guide

Submit application/program plan as an attachment in an email (using Outlook).



## Program Plan Guide

5. Click "review" tab to spell check

1. Click "attach file," and select your document to insert.

4. Type recipients

2. Type the subject of the email

3. Type your message and add your signature

6. Click "send"

Untitled - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW


Paste Times New Roman 11 B I U Address Book Check Names Signature Follow Up High Importance Low Importance Zoom Start Inking Apps for Office Add-ins

To...  
Cc...  
Bcc...

Subject

Attached: N&D NEW interactive application draft-DOC.docx (84 KB); S1 DOC Institution Program Budget.xlsx (17 KB)

Send

 **Amber Skaggs**  
Education Administration Program Consultant  
Planning Branch | Division of Consolidated Plans and Audits  
Office of Continuous Improvement and Support  
Kentucky Department of Education  
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Office: 502.564.3791 ext. 4035  
Email: [amber.skaggs@education.ky.gov](mailto:amber.skaggs@education.ky.gov)

This email may contain confidential data or information and is intended solely for the use of the individual or entity...